HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Architectural Services Manager

Job Code: U8826
Pay Grade: UH
Pay Scale: $81,819.16-$122,728.75 Annually
Exempt: Yes

OVERVIEW

The Architectural Services Manager is a critical position within the General Services and Facilities Operations Division and is responsible for providing architectural services for the development of programs, plans, and architectural designs for new building construction or the renovations of existing building projects for all organizational components within the Sheriff's Office.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Produce conceptual plans, renderings, and documents.
- Develop plans and layouts of projects coordinating engineering elements into the design for customer review.
- Produce conceptual plans, renderings, blueprints and supporting documents for review by the respective client.
- Utilize computer-assisted design software and equipment to prepare project designs and plans.
- Produce construction documents in AutoCAD and Revit.
- Prepare and submit budget estimates for the respective construction or renovation project.
- Prepare technical scope of work for the respective building project.
- Provide technical information and input submitted by contractors in response to Requests for Proposals (RFPs).
- Manage the client and contractor relationships and establish clear lines of communication.
- Assist in research and coordination of materials and products for project specifications.
- Respond to Request for Information (RFI) from the project manager or contractor during the construction phase of projects.
- Review each phase of building construction to ensure the contractor is meeting the design specifications.
- Represent the agency/department/division at meetings, functions, and events.
- Maintain all necessary architectural licenses.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of architectural design and programming.
- Considerable knowledge of construction industry standards, Florida Building Codes, and regulations related to building renovations and new construction projects.
- Considerable knowledge of building products and constructions details.
- Ability to develop budgetary costs for proposed construction projects.
- Ability to develop technical specifications.
- Ability to produce blueprints and diagrams.
- Ability to use AutoCAD and Revit.

SKILLS

- Building Codes
- Construction Management
- Architecture and Planning
- Revit Modeling
- Building Information Management (BIM)
- Project Design Development
- Budgeting
- Scope of Work
- Construction Details
- Project Management

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED Certificate.
- Six years of program/project management experience directly related to position duties, four of which must have been in architecture.

OR

- An associate degree from an accredited institution of higher education.
- Five years of program/project management experience directly related to position duties, four of which must have been in architecture.

OR

- A bachelor's degree or higher from an accredited institution of higher education in architecture.
- Four years of program/project management experience directly related to position duties in architecture.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face. Tattoos on hands, neck, or arms must be covered with white, black, or neutral colored covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.

- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.